



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF PERSONNEL MANAGEMENT

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MEMORANDUM

TO: AASIS Participating User Agencies

**FROM: Vicki Mills
State Payroll Systems Manager**

SUBJECT: Daylight Savings Time

DATE March 3, 2015

On March 08, 2015 Daylight Saving Time will begin at 2:00 a.m. With the Daylight Savings Time change a work hour will be lost. For time clock users, the clock time will change automatically. In order for non-exempt employees who are not using time clocks to be paid correctly, time must be entered for actual hours worked on March 7, 2015. For example, if a time pair of 0000 to 0800 is entered for an employee who begins the night shift at midnight and ends the shift at 8:00 a.m., the employee will be paid for an 8 hour shift. To pay the employee for the actual hours worked during the night shift, one hour must be subtracted at the end of the shift.

Exempt employees in work schedule SH02 will be paid based on their planned work schedule.

If you have any questions, please contact this office.

Thanks!